

CACFP Daily, Monthly, and Annual CACFP Record Keeping Requirements
For
Child Care Centers, Head Start Centers, Outside School-Hours Programs, Adult Day Care Centers, Registered Day Care
Ministries, At-Risk After School-Hour Programs, and Homeless/Emergency Shelters

Daily Requirements

- Complete the Attendance Record.
- Complete the Meal Participation Record at the 'point of service'.
- Menus must list the components, serving sizes, ages, dates served, and substitutions (this includes infant menus also).
- Compile expenses incurred for the CACFP.
- Daily time logs must be completed for anyone being paid with CACFP funds.

Monthly Requirements

- Complete the Food Service Account General Ledger.
- Maintain the year to date non-profit food service account.
- Complete the Monthly milk inventory form
- Verify Applications for Free and Reduced-Price meals are valid for each claimed participant. *(Head Start, At-Risk and homeless/emergency shelters do not do these).*
- Verify that each participant claimed for meals has an up-to-date enrollment form on file. *(Participants in homeless/emergency shelters, at-risk after school care, outside school hours and adult day care) are not required to have these on file.*
- Complete the Participant Eligibility Roster.
- Tabulate the Meal Participation Record.
- Calculate the Attendance record to determine the average daily attendance.
- Submit the Claim for reimbursement on the CNPweb®.

Annual Requirements

- Complete the Department of Education annual information certification and/or amendment to CNP agreement to participate on the CACFP.
- **Complete all Program renewal documents.**
- Submit vending contract or extension.
- Conduct and document the training of staff on CACFP responsibilities.
- Conduct and document Civil Rights training with staff and place in the file. Also include the racial/ethnic summary and census.
- If sponsoring more than one site, a CACFP monitor review must be completed three times per year for each site. No more than six months can lapse between reviews; one review must be within the first four weeks of operation.
- Sponsoring organizations must complete the 5-day reconciliation during a monitor visit verifying meal counts and attendance/enrollment information.
- Use the new income guidelines each July 1.
- Renew each participant's Application for Free and Reduced-Price Meals, including the Parent Letter and the Building for the Future form in the packet.
- Make sure each participant has a valid Enrollment form, signed by the parent/guardian. *(Participants in homeless/emergency shelters, at-risk after school care, outside school hours and adult day care) are not required to have these on file.*
- Make sure the...and Justice for All and Building for the Future is displayed in a prominent place for the public to view.
- Submit the Annual Financial Report on the CNPweb® between October and December of each year.
- Complete and submit the Entity Annual Report (Form E-1) to the **Indiana State Board of Accounts** within 30 days of the close of your organization's fiscal year.